

Online Skills Inventory Tool (OSIT) ADMIN and Assessor Instructions

NOTE: The tool is named Online Skills Inventory Tool, however, the word “Assessment” is also used throughout to refer to an ‘Inventory’. They are interchangeable.

ADMIN and Assessors access the Admin pages of the tool using this URL:

SECTION 1 ADMIN USERS

Each school board will have one ADMIN user assigned to them. Each ADMIN user can assign Assessors using the OSIT.

Once on the main Admin page you must login using your username and password. You will be prompted to update your password at your first login. There is also a ‘lost your password’ option.

LOGIN PAGE



LOGIN CESBA SKILLS USER FORM PAGE

Login to your account

Login Form

Username *

Password *

Remember Me

[Forgot your password?](#)

Assessor Registration

Use this form to register new assessors for your assigned school board.

"*" indicates required fields

Name *

First

Last

Email *

Role *

Choose the new user's role

School Board

SUBMIT

Assigning Assessors

1. Fill in the first name, last name, email address; choose the role (assessor is only option), your school board from the drop-down menu and click submit.
2. The new Assessor will receive an email with a link to login and they will be prompted to create a password.
3. Assessors will have access to all Inventories completed for their school board.
4. To remove an Assessor, please send an email to Urszula at umazur@cesba.com


SECTION 2 ASSESSOR USERS

Assessing the Inventory completed by clients

Locating Inventory

1. Assessor needs to login and click on "Results for my School Board" .
2. The list will show 'non assessed' inventories first. Scroll down to see 'assessed' inventories.
3. The list shows all inventories completed for your school board only - with the latest on top.
4. Click on the Inventory you wish to assess or view.

Assessor Form - Learner's Results Summary Page SAMPLE (partial page)



CESBA SKILLS USER FORM PAGE RESULTS FOR MY SCHOOL BOARD ADD ASSESSOR LOGOUT

Assessor Form

Here are the answers for the selected submission. Answers and scores from the submission are in grey and can't be edited here.

Learner's Results Summary

Name of Assessor	Assessor Email
Cesba Test LBS Admin	anthony+21@dayshiftdigital.com
Name of Learner	Learner Email
PARLY August & number 2 ME	cparlament@cesba.com

Level 1	Level 2	Level 3	OALFC Level Assigned								
<h4>A. Find and Use Information</h4> <table><tr><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Maximum Score = 1</td><td>Maximum Score = 4</td><td>Maximum Score = 1</td><td></td></tr></table>				0	0	0	0	Maximum Score = 1	Maximum Score = 4	Maximum Score = 1	
0	0	0	0								
Maximum Score = 1	Maximum Score = 4	Maximum Score = 1									
<h4>Writing Sample</h4> <p>Online Shopping</p> <p>BLAH BLAH SOME MORE</p> <p>Assessor's Comments</p>											

Assessing the Inventory

Inventory filled in by assessor (partial page)

Writing Sample

Describe what you want to do when you are finished upgrading your skills

BLAH BLAH

Assessor's Comments

Foundations

review writing sample when assessing level in "Communicate Ideas"

C. Numeracy

0 Maximum Score = 5 0 Maximum Score = 6 1 Maximum Score = 3 Foundations

D. Using Digital Technology

Learner's Summary Report of Responses – For Assessor Only

The full submission summary can be found below this section.

Assessor's Comments and Recommendations

Recommend referral

Assessment Completed?

Assessed

Date

09/21/2022

SAVE ASSESSMENT / VIEW SUMMARY

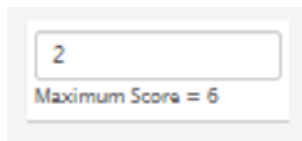
ALL Assessment Summary Response Summary

For best pdf/printing results - Click print button, then choose "More Settings", then enable "Background Graphics" and set Custom Scale to 80

NOTE: The list of questions, answers, level and OALCF competency can be found in the separate document OSIT Questions and Scoring Chart.

1. You will choose the most appropriate OALCF level based on the auto filled levels as well as the level you assess the writing samples. Click on the drop-down arrow in the red box for the level options.
2. You will see for each Competency and each level how many questions there are in the Inventory for that Competency and that Level.

In this example there are 6 questions in the Inventory for this Competency and level and this individual answered 2 of them correctly.



A screenshot of a form element. It features a white rectangular input field with a thin border, containing the number '2'. Below the input field, the text 'Maximum Score = 6' is displayed in a smaller, grey font.

3. You will need to determine the OALCF level for Competency A and B based on how many questions the client answered correctly for each level, along with the writing sample for that Competency. The writing samples are visible on the Assessor Form page. There is also an option to choose “Foundations” if you as an Assessor determine the client is working below Level 1.
4. Competency C is auto filled (without any writing samples to assess), but you will still need to determine what OALCF level based on how many correct answers for each level.
5. Competency D is not auto filled at all because there are NO questions in the Inventory directly related to Competency D. This option has been added for those Assessors who supervise the client, or help the client get set up to take the Inventory. Observation of the client skills (comfort level with using the device, ability to go to website on own, scrolling, etc.) will help the Assessor determine Competency D level. This can also be left blank or filled in later if more information on the client’s technology skills is provided to the Assessor.
6. If you scroll down below the Assessor Form you will see the chart of questions the client answered incorrectly. In some cases this may help the Assessor determine the OALCF Level if it is not obvious.

Learners Summary Report of Responses – For Assessor Only

For best pdf/printing results - Click print button, then choose 'More Settings', then enable 'Background Graphics' and set Custom Scale to 80

Learner's Summary Report of Responses – For Assessor Only

Writing Sample One

In your own words, describe what you want to do when you are finished upgrading your skills.

BLAH BLAH

Writing Sample Two

Describe why online shopping hasn't been a 100% replacement for person to person shopping according to the facts above. Short answer.

BLAH BLAH SOME MORE

Answer for Question #1:

Question #	Learner Response
Question 1 - Choose the goal that best describes why you are here to improve your skills.	I want to get a job.

List of Questions That Were Answered Incorrectly:

Question #	Learner Response
Question 2 - Writing a post or comment on a public website	Not Confident
Question 4 - What is the first step for hand washing dishes?	Rinse soapy residue
Question 4 - What should you do after filling the first sink with clean, hot water?	Rinse soapy residue
Question 5 - Sequential Ordering	2, 3, 4, 5, 1
Question 6 - How much did online shopping grow from 2011 to 2016?	
Question 6 - What is the challenge for online shoppers to buy Canadian?	
Question 6 - Definition of Trend	a difficult task or problem
Question 6 - Definition of Challenge	change of something for another thing
Question 6 - Definition of Increase	a difficult task or problem
Question 6 - Definition of Replacement	a difficult task or problem
Question 7 - Addition	
Question 7 - Subtraction	

- Fill in the Comment box if you want to add any comments regarding the Inventory. This may be used for various purposes such as recommendations for placement or referral, etc. These comments will show up on the final summary page.
- At the bottom of the Learner's Summary Report of Responses you will see Question #1 and the client's answer. This question is not scored. It is there for the Assessor's information only.

Answer for Question # 1:

Question #	Learner Response
Question 1 – Choose the goal that best describes why you are here to improve your skills.	I want to attend a College or University Program but need to get required high school courses first.

Printing the Results

1. Once all Levels have been chosen from the drop-down menus, choose Assessed from the drop down under 'Assessment Completed?' If you are not finished and must leave, choose 'Not Assessed'. Click on SAVE ASSESSMENT/VIEW SUMMARY.

Bottom of Assessor Form

Assessment Completed? Date

Assessed 09/21/2022

SAVE ASSESSMENT / VIEW SUMMARY

For best pdf/printing results – Click print button, then choose "More Settings", then enable "Background Graphics" and set Custom Scale to 80

Learner's Summary Report of Responses – For Assessor Only

2. Both the Learner's Result Summary and the Learner's Summary Report of Responses can be printed separately or as one document. Choose your option (All, Assessment Summary or Response Summary). These documents can be added to the Learner's file as evidence of an OALCF Assessment or given to the Practitioner, etc. This printable page shows the date the Inventory was completed, the client's name, the Assessor's, the client's answer to the question regarding the client's goal (this question is not 'assessed' – it is only there to help the Assessor understand the client's reason for wanting to upgrade as this may be helpful in determining next steps. It also shows the Levels for Competency A,B,C and D (if applicable) and the comments made by the Assessor (if any). You can print or 'print to PDF' and save and email to your Practitioner if you choose to.
3. Choose Background or Scale, Custom and 80 for best print results (as stated)

